



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100



IN REPLY
REFER TO MMSC

16 SEP .995

SUBJECT: MMSC Numbered Letter 95-02, Special Handling for Automation Equipment and Magnetic Media (DoD 4160.21-M)

TO: Recipients of DoD 4160.21-M, Defense Reutilization and Marketing Manual

This numbered letter is directive in nature and expires 1 year from the date of this letter unless sooner superseded or rescinded.

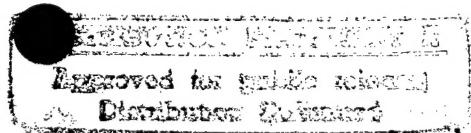
This numbered letter supersedes DRMS Letter No. 90-5, dated 7 September 1990 and MMSLD Letter No. 94-6, dated 6 May 1994.

1. The purpose of this letter is to revise special handling requirements for automation equipment (AE) and magnetic media contained in Chapter VIII, DoD 4160.21-M. The provisions of this numbered letter are applicable to all DoD activities world-wide and compliance by all activities concerned is mandatory.
2. Pending accomplishment of formal publication, the following changes should be made:
 - a. Chapter VIII, paragraph B8, Automation Equipment is revised as indicated at Enclosure 1.
 - b. Chapter VIII, paragraph B63, Magnetic Media is deleted in its entirety.
3. Recipients of DoD 4160.21-M are requested to make marginal annotations to the manual at the applicable paragraph, cross referencing this numbered letter.

FOR THE DIRECTOR:

RAUL A. MARTINEZ
DASC Administrator

19961028 078



DOD QUALITY INITIATIVE

DISTRIBUTION

2

COORDINATION:

ODUSD (L/MDM)

CAHS

DALO-SMP

NAVSUP4111A

AFMC/LGID-2

USMC/LPP-2

USCG/G-CFM-3

REVISION TO DoD 4160.21-M

Chapter VIII, Paragraph B8, Automation Equipment is revised as below:

"8. Automation Resources (AR) and Magnetic Media.

a. General.

(1) The Federal Information Resources Management Regulations (FIRMR) and guidance disseminated by the Deputy Assistant Secretary of Defense (Information Management) apply. Excess AR is not normally subject to the reporting, reutilization, transfer, or donation policies and procedures outlined in this manual. **AR is a comprehensive phrase for AE, or ADPE, and COTS software.**

(2) Used ADP computer magnetic tape, although no longer suited for ADP operations, is of such a high quality that it can be reconditioned and used for other recording purposes. A market is available for this tape, ranging from one-half inch width and up, of any length, if it is on spools or on reels and it is relatively free from dust and moisture.

b. AE Identification. *AE includes general purpose, commercially available, mass-produced, automatic data processing devices; that is, components and the equipment systems configured from them, together with commercially available software packages that are provided and are not priced separately, and all documentation and manuals relating thereto, regardless of use, size, capacity, or price, that are designed to be applied to the solution or processing of a variety of problems or applications and are not specifically designed (as opposed to configured) for any specific application.*

(1) Included are:

(a) Main-frame, mini, and micro digital, analog, or hybrid CPUs.

(b) Auxiliary or accessorial equipment, such as plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices), computer performance evaluation equipment; etc., designed for use with digital, analog, or hybrid computer equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately.

(c) Punch card accounting machines that can be used in conjunction with or independently of computers.

(d) Devices used to control and transfer data and instructions to and from a CPU, including data transmission terminals, batch terminals, display terminals, modems, sensors, multiplexors, and concentrators.

(e) Storage devices that are designed to be cable connected for use on line in which data can be inserted, retained, and retrieved for later use.

(f) General purpose mini or microcomputers used as control mechanisms where computer technology is essential in controlling, monitoring, measuring, and directing processes, devices, instruments, or other equipment.

(g) Equipment used in office automation applications that is designed to be controlled by a general purpose data processing language primarily to be applied through the internal execution of a series of instructions, not limited to specific key stroke functions, and designed to process a variety of applications.

(2) Excluded are:

- (a) AR systems and components specially designed.
- (b) AR that is modified at the time of production to the extent that:
 - 1 It no longer has a commercial market.
 - 2 It cannot be used to process a variety of applications.
 - 3 It can be used only as an integral part of a non-AR system.

c. Screening for RTD. DoD activities shall process reports of excess as prescribed by the Defense Information Systems Agency, Software Management Support Department, (DISA/SMSD), for all excess Government-owned or Government-leased AR, except for following categories of AR which are exempt from DISA/SMSD redistribution screening:

- (1) Leased punch card accounting machines.
- (2) Repair parts held by the activity or in the supply system with a unit original acquisition value of less than \$5,000.
- (3) Automation supplies including magnetic tapes, disk packs, diskettes, and similar consumable items used in an automation environment which are screened through the ARMS bulletin board.
- (4) COTS Software which meets one of the following criteria:
 - (a) Provides direct security protection to automation or telecommunications equipment or systems that process classified information, or is designated under DoD Regulation 5200.1-R.
 - (b) Is integral to a weapons, intelligence, command and control, or tactical data system.
 - (c) Is not eligible for upgrade or maintenance by a commercial vendor.
 - (d) Has been modified beyond the specifications of the commercially available version.
 - (e) Is licensed under provisions that restrict use to a specified machine/system, site, or otherwise restricts the right to redistribute within the DoD.

d. Turn-in to a DRMO.

(1) After Reporting to DISA/SMSD.

(a) All turn-ins, which require screening by DISA/SMSD as stated in paragraph 8c above, must be accompanied by an acknowledgement letter from DISA/SMSD indicating one of the following:

1 The DISA/SMSD case number and ARD.

2 A DISA/SMSD letter waiving screening.

(b) As a minimum, the DISA/SMSD case number will be annotated on each DTID if the DISA/SMSD letter covers more than one line item. A copy of the DISA/SMSD letter is not required with each DTID.

(2) Without Reporting to DISA/SMSD.

(a) Property listed in paragraphs 8c(1)-(4) above, are exempt from DISA/SMSD screening, however only repair parts, as described in paragraph 8c(2) and automation supplies may be turned in to the DRMO.

(b) Disposal instructions for leased equipment and COTS software are available from DISA/SMSD.

(3) All AR and magnetic media must have all COTS software removed when turned in to a DRMO. DTIDs must contain a certification that any remaining information is unclassified or has been declassified and contains no data which may not be released to the public in accordance with the Freedom of Information Act or any personal data.

(a) If the information has been classified, the certification must state that the media is now unclassified or has been declassified under the procedures contained in DoD 5200.28-M, ADP Security Manual, Section VII, 1973, and NCSC TG-025 Version-2, Sep 91, "A Guide to Understanding Data Remanence in Automated Information Systems", and that any record indicating the previous classification level has been deleted. The certification will be signed by the Information System Security Officer.

(b) If the media had any information which was exempt from the Freedom of Information Act (for example, proprietary, criminal investigation reports), or had any personal data, it must be removed. The certification will be signed by the Privacy Act Officer, the Employee Medical Information File System Manager, or similar responsible officer.

NOTE: Disk packs, and all other AR media intended for the purpose of data storage shall be accompanied by a similar certificate.

(4) COTS Software.

(a) COTS software not requested for redistribution through DISA/SMSD will be destroyed by the holding activity or returned to the vendor unless some overriding contractual obligation exists.

(b) If the vendor provides for donation to a charitable, educational or other non-profit organization, the software can be provided to such organizations under the auspices of the vendor program, by the holding activity. It is recommended that the license/registration numbers of COTS software and method of disposal be recorded for audit purposes.

(5) Identification of Hazardous Material. The DTID for AR containing hazardous material within its components must include the identity and location of the hazardous material contained therein, as required by Chapter IX, Hazardous Property.

(6) Due to their toxic characteristics, CDs are not authorized for turn-in to a DRMO.

e. DRMO Processing.

(1) All AR receipts will be received as surplus property and processed direct to sale. This includes items which have not been screened by DISA/SMSD.

(2) For any issues of AR, DRMOs will provide a copy of the issue document, by mail, to DISA/SMSD. Requisitions must include:

- (a) Model number.**
- (b) Type of equipment.**
- (c) Serial number.**
- (d) Manufacturer.**
- (e) DoD Case Number assigned by DISA/SMSD, if applicable.**

(3) Sales referrals, to the ISO, of AR and magnetic media will include copies of DTIDs with applicable certification statements.